STATE OF COLORADO

DIVISION OF HOUSING

Kathi Williams, Director

STATE HOUSING BOARD MEETING Centennial Building 1313 Sherman St., Denver, CO, Room 318 Tuesday, July 8, 2008



AGENDA

1:00 p.m. Convene SHB Meeting - Approval of Minutes Theo Gregory
Director's Comments Kathi Williams

Application Presentations

<u>Time</u>	Project #	Project Name and Applicant	Presenters
1:15 p.m.	08-056	Housing Authority of the City of Loveland Housing Rehabilitation Program	Denise Selders & Amy Irwin
1:30 p.m.	08-067	Upper Arkansas Area Development Corporation Housing Rehabilitation Program	Ann Watts & Judy Lohnes

Approval Process

1:45 p.m. 08-056 08-067

Other Business

2:00 p.m. Codes Section Programs Update Steve Bernia

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in this public meeting, please notify Trang Van at (303) 866-5657 by July 7, 2008.

cc:	Susan Kirkpatrick	CHATS	Teresa Duran	Kathi Williams
	Rick Hanger	Lynn Shine	Steve Bernia	State Housing Board Members

STATE HOUSING BOARD MINUTES

Colorado Division of Housing 1313 Sherman St., Denver, CO, Room 318 Tuesday, June 10, 2008

BOARD MEMBERS PRESENT: Suzanne Anarde, Theo Gregory, Sally Hatcher, Mike Rosser and Karen

Weitkunat

BOARD MEMBERS ABSENT: Jack Kelly and Gene Lucero

DOH STAFF PRESENT: Kathi Williams, Rick Hanger, Teresa Duran, Autumn Gold, Meghen

Duggins, Denise Selders, Robert Thompson and Trang Van

CALL TO ORDER: The meeting was called to order by Theo Gregory at 1:00 p.m.

APPROVAL OF MINUTES: Minutes of the May 2008 meeting were approved.

DIRECTOR'S COMMENTS

Director Williams would like to update the State Housing Board on a few items.

- The Colorado Investment Fund, which was a bill that was in the legislature in the last session to create a housing trust fund and it failed. It would have been a bill that would have referred a measure to the ballot for approval by the electorate. The Housing Investment Fund Coalition has since filed a ballot title and that ballot title has been approved. So they're going to petition on to the ballot now, it is in the petition stage. One of the reasons why the State Housing Board should know about it is because it designates the members of the SHB in addition to some additional appointments as the deciding authority on where this approximate \$30 million a year would be spent within the process. What it really indicates is that it would be an increase in the current documentary fee from one cent per \$100 on the purchase price of real estate to four cents per \$100. They will be out with their petitions and they have to get 60,000 signatures within a fairly short amount of time. Director Williams will be sure to keep the SHB updated on progress of this.
- The Landlord Tenant Bill passed the legislature and two weeks ago was signed by the Governor. It did up end having the Governor's support.
- Another bill that has been signed by the Governor is the Ferrandino bill. Since that time, we have met with ACORN, who is responsible for bringing the legislature forward to representative Ferrandino. We've been working with him on the Foreclosure Task Force Executive Committee. Our goal and objective is that hopefully by next month there will be choices for the SHB to make about how that \$100,000 is to be spent in foreclosure mitigation.

APPLICATIONS REVIEWED IN JUNE

Volunteers of America National Services Casa De Rosal Apartments

Project Manager & Address:

Ms. Jennie Rodgers Community Strategies Institute 3477 West Hayward Place Denver, Colorado 80211 303-668-2534 telephone 866-415-1179 fax jennie@csicolorado.org Charles W. Gould, President Volunteers of America National Services 1660 Dike Street Arlington, VA 22314 703-341-5000 telephone 703-342-7002 fax

Project Number: 08-012

Project Address: 735 and 755 Vrain Street, Denver, CO

Project Description: The Volunteers of America National Services (VOANS) is requesting a 0%, \$450,000 loan for three years from the State Revolving Loan fund for the construction of a 54 unit senior rental development of approximately 41,850 SF of living space in Denver, Colorado. This loan will be repaid from a combination of a VOA land loan and an additional tax credit equity allocation from CHFA (the applicant has indicated that they will also compete for new State HOME funds for this project when available). The project is located at 735 and 755 Vrain Street and includes; a laundry room, exercise room, community room and management office. The project is a partnership between Vrain Housing 2005, LLC and Volunteers of America National Service. The Volunteers of America will provide case management services and property management services for this project. Vrain Housing 2005, LLC will provide the project development and construction management for this project. On-site case management services will be provided to Casa De Rosal households, as well as, households living in the existing Casa Dorado Apartments next door.

Staff Recommendation: Full funding of a State RLF loan of \$450,000 at 1% interest, with deferred payments, due in 3 years.

Anarde Full Funding per Staff Recommendation Lucero Absent

Gregory Full Funding per Staff Recommendation Rosser Full Funding per Staff Recommendation

Hatcher Full Funding per Staff Recommendation Weitkunat Full Funding per Staff Recommendation

Kelly Absent

The Board approved Full Funding per Staff Recommendation for this project.

Town of Fowler Project Number: 08-061

Housing Rehabilitation Program

Project Manager & Address: Ms. Ramona Stites

Tri-County Housing and Community Development Organization

P.O. Box 87

Fowler, Colorado 81039

(719) 263-5168 Fax (719) 263-5460 monie@tchcdc.org

Project Address: Various

Project Description: The Town of Fowler, on behalf of the Tri-County Housing and Community Development Organization (TCHCDC), is requesting a grant of \$449,110 to continue the funding of their three-county (Bent, Crowley and Otero) Single-family, Owner-Occupied Housing Rehabilitation Program for households at 80% of Area Median Income or less. The current contract for this program ends on June 30, 2008. The new grant funds will be used to provide low-interest loans for 35 rehabilitation projects and 15 essential repairs. This SFOO Rehabilitation Program has received funding from the Colorado Division of Housing since 1991 and has completed the rehabilitation of over 285 owner-occupied homes.

Staff Recommendation: Full Funding **Date of Meeting:** June 10, 2008

Anarde	Full Funding	Lucero	Absent
Gregory	Full Funding	Rosser	Full Funding
Hatcher	Full Funding	Weitkunat	Full Funding
Kelly	Absent		

The Board approved Full Funding for this project.

Upper Arkansas Area Development Corporation

Prairie Sage Subdivision

Project Manager & Address: Sharon McKinsey

Regional Housing Development Director Upper Arkansas Area Development Corp.

Project Number: 08-062

P.O. Box 510

Canon City, CO 81215-0510 Telephone: (719) 269-7687

Fax: (719) 275-2907

Email: housing@uaacog.com

Project Address: 845 N. Raynolds, Canon City

Project Description: The Upper Arkansas Area Development Corp. (UAADC) requests a grant of \$372,080

to acquire 34 finished lots in an approved PUD in Canon City, which is in Fremont County. The seller has not yet begun the infrastructure for the lots, but will once UAADC secures all of its funding commitments. Once they are complete, UAADC will purchase all of the lots. UAADC will develop for-sale homes on the lots, primarily through their Mutual Self-Help Housing program, over the next 3-4 years. As the homes are completed, UAADC will pass on CDOH funds to the buyers, and will secure them as deferred second mortgages on the homes. When the homes eventually sell, homeowners will repay the CDOH funds back to UAADC and they will be invested in a revolving loan fund for future, similar projects.

Mutual Self-Help Housing is a USDA – Rural Development funded program used primarily to help very low- and low-income households (below 80% AMI) construct their own homes. Families participating in a mutual self-help project perform approximately 65% of the construction labor on each other's homes under qualified supervision. The savings from the reduction in labor costs allows otherwise ineligible families to own their homes. Families must be unable to obtain credit elsewhere, yet have reasonable credit histories. RD provides loans for up to 33-38 years, with payment assistance to reduce the interest rate to as low as 1%. The amount of subsidy is determined by the family's AMI, so that the family pays from 22 to 26 percent of their income for principal, interest, taxes, and insurance (PITI). There is no required down payment. The homes must be modest in size, design, and cost. RD used to require them to be E-Star certified. Although that certification is no longer required, UAADC still builds homes to that standard.

Date of Meeting: June 10, 2008 **Staff Recommendation**: Full Funding

Anarde	Full Funding	Lucero	Absent
Hatcher	Full Funding	Rosser	Full Funding
Gregory	Full Funding	Weitkunat	Full Funding
Kelly	Absent		

Project Number: 08-065

The Board approved Full Funding for this project.

Housing Authority of Grand Cliffview Assisted Living Center - Rehabilitation

James M. Sheehan **Project Manager & Address:**

Executive Director

Housing Authority of Grand

P.O. Box 264

308 Byers Avenue

Hot Sulphur Springs, CO 80451

(970) 887-7271 Fax (970) 887-7272

jsheehan@co.grand.co.us

Project Address: 710 Eagle, Kremmling, CO 80459

Project Description: The Housing Authority of Grand, Colorado requests a grant of \$160,926 to assist with the capital improvements / rehabilitation of Cliffview Assisted Living Center and to fund the start-up costs of a marketing program to attract new residents to the facility. Located in Kremmling, Cliffview consists of twentyfour (24) one-bedroom studio units with private bath, a commercial kitchen and common dining room, common areas for the use of the residents, a barber shop, two (2) respite rooms and offices for staff. The project serves elderly residents primarily from Grand County and the northeastern part of Summit County. The property is owned by the Housing Authority and it contracts with Senior Housing Options to staff and manage the facility and its programs.

Staff Recommendation: Full Funding Date of Meeting: June 10, 2008

Anarde	Full Funding	Lucero	Absent
Hatcher	Full Funding	Rosser	Full Funding
Gregory	Full Funding	Weitkunat	Full Funding
Kelly	Absent		

The Board approved Full Funding for this project.

OTHER BUSINESS

• Update on Windsor Tornado Relief – Teresa Duran

- o The tornado hit Windsor on May 22, 2008
- o 884 families have registered with FEMA
- o 243 homes were damaged
 - 70 homes were destroyed
 - 1 man died he was homeless living in his camper and tried to outrun the tornado.
- Staff has been assisting people to find affordable housing, provided via coloradohousingsearch.com
- Money was provided to Larimer County to funnel to Neighbor to Neighbor to provide additional rental assistance to those who were eligible.
- o \$25,000 was provided to the United Way to help with debris removal.
- Teresa and Denise will be meeting with Habitat for Humanity about development of self help homes.

The meeting adjourned at 3:35 p.m.

JULY PRESENTATIONS

Larimer County Home Improvement Program Housing Rehabilitation Program

Project Manager & Address: Amy Irwin

Home Improvement Program Manager Housing Authority of the City of Loveland

Project Number: 08-056

375 W. 37th Street, Suite 200

Loveland, CO 80538 (970) 635-5931

(970) 278-9904 Fax airwi@lovelandhsg.org

Project Photo:



Project Address: Various locations in Larimer County (outside of Loveland and Fort

Collins city limits)

Project Description: The Housing Authority of the City of Loveland (HACOL) is requesting a CDBG grant for \$202,700 in continuance of the Larimer Home Improvement Program. These grant funds will be used to assist with the repair and rehabilitation of (fifteen) 15 homes by providing low-interest loans to homeowners earning less than 80% AMI. Historically those assisted by the program have fallen under the 50% AMI level. CDOH funds will be used only in the non-entitlement areas of Larimer County. This program was initially funded by CDOH with HOME funds in 1993. Under its current contract, HACOL has completed 36 rehabilitation jobs over a three-year period.

PROGRAM BUDGET

Project Activities	Total Project Cost	State Funds Requested	Other Funds	Source	Status
Rehabilitation	\$150,000	\$150,000			
Program Administration (Indirect Costs)	\$22,954	\$15,954	\$4,500 \$2,500	Housing Authority of the City of Loveland Larimer County	Committed Pending
Project Administration (Direct Costs)	\$36,746	\$36,746			
Totals	\$209,700	\$202,700	\$7,000		

STAFF ALLOCATION PLAN

					1	
Staff Position	Total Salary &	% of Time Home	% of Time Home	% of Time Development	% of Time Other	% of Time
	Fringe	Improvement	Ownership		Programs	TOTAL
Program Manager	\$67,653	38.5%	20%	32%	9.5%	100%
Development Director	\$125,458	2.4%	2.4%	88%	7.2%	100%
Director of Finance	\$141,333	2.4%	2.4%	92.2%	3%	100%
Acctg. Staff #1	\$31,560	10%	10%	0%	80%	100%
Acctg. Staff #2	\$70,325	2.4%	4%	4.8%	88.8%	100%
Acctg. Staff #3	\$53,900	3.5%	2%	3.6%	90.9%	100%
Acctg. Staff #4	\$89,983	5%	6%	4%	85%	100%
Acctg. Staff #5	\$54,521	4.3%	4.8%	3.6%	87.3%	100%
Totals	\$634,733	\$45,996				

PROJECT ASSESSMENT FOR OWNER-OCCUPIED REHABILITATION

Criteria	Project Data	DOH Range
(a) Rehabilitation Financing		
Value of Current Loan Portfolio	\$908,801	
Total # of Loans in Portfolio	78	
# of Deferred Loans in Portfolio	9	
Value of Loans Deferred until Sale or Transfer	\$109,257 12% of Portfolio Value	Up to 25%
Annual Program Income	\$200,000	
Total # of New Loans	15	
New Loans from Program Income	15 (not reflected in this budget)	
New Loans from CDOH Grant	15 / 100% of budget	
Maximum CDOH Loan Amount	\$24,999	\$24,999
Loan Terms & Rates	0% to 50% AMI - 0%-2% 51%-75% AMI – 3%-4% 75% and over – 5% Average Term – 10 - 15 years	
Rehabilitation Costs		
Average Rehabilitation Cost	\$10,000	\$9,750 to \$25,000
Average Replacement Cost	None anticipated	Ave. Rehabilitation Cost
Average Emergency Repair Cost	\$1,000	
Market		
Qualifying Household Income	Below \$60,000	50%-80% AMI, 4 people
# of Applicants on Waiting List	6 (pre-approved)	
Geographic Distribution of Projects vs. Population	Larimer County – 100%; Pop. 85,018	
Program Operations		
Administrative Cost/New Loan	Avg. \$3,980 / Loan	\$2,500 to \$4,500/loan
CDOH Funding Eligibility	CDBG, HOME, HDG	

Comments:

Management Capacity

Pro:

- 1. The Housing Authority of the City of Loveland (HACOL) has operated the Larimer Home Improvement Program (LHIP) since 1993 and has provided rehabilitation loans to over 235 families. This program has historically averaged 10 20 new rehab loans per year. HACOL also runs a successful downpayment assistance loan program for Larimer County.
- 2. Amy Irwin, the Program Manager, has managed this program for the past 6 years. They currently have 78 loans in their portfolio, (88% amortizing, 12% deferred) with only 1% of their loans in a late-payment status and no foreclosures.
- 3. The program is overseen by a board of directors made up of representatives from the City of Fort Collins, City of Loveland, Larimer County, the two housing authorities for those areas and the LHIP Program Manager.
- 4. Due to the current lack of availability of State HOME funds, CDOH advised HACOL to apply for CDBG funds to serve only the non-entitlement areas of Larimer County. HACOL will continue to provide rehab loans to residents of Fort Collins and Loveland through the recycling of its HOME program income. It is anticipated that there will be 15 rehab loans made from program income during the contract period. When State HOME funds are available again, HACOL intends to submit an application for funding.

Con: None.

Public/Private Commitment

Pro:

- 1. HACOL has requested \$2,500 from Larimer County for administrative costs for this program.
- 2. HACOL is contributing \$4,500 to support a portion of the administrative costs of the program.

Con: None.

Market Demand

Pro:

- 1. Demand for the rehab loan program is increasing. Marketing efforts have been targeted to areas with older housing stock which tend to be occupied by elderly households with limited income.
- 2. It is also possible that some of the homes damaged by the recent tornado may be uninsured or underinsured and in need of repairs.

Con: None.

Explain Variances from ranges:

• There are no variances from the ranges.

Other projects funded in Larimer County since 6/07:

5/08 – Larimer County/HACOL Homeownership Program/DPA, grant
 7/07 – Town of Estes Park/Housing Needs Assessment, grant
 \$738,600
 \$44,000

Other projects funded for Housing Authority of City of Loveland (applicant) since 6/07:

• 5/08 – Larimer County/HACOL Homeownership Program/DPA, grant \$738,600

Larimer County AMI: \$75,000

Staff Recommendation: Full Funding **Date of Meeting:** July 8, 2008

Anarde	Lucero	
Gregory	Rosser	
Hatcher	Weitkunat	
Kelly		

Upper Arkansas Area Council of Governments Owner-Occupied Rehabilitation

Project Manager & Address: Judy Lohnes, Executive Director

Upper Arkansas Area Council of Governments (UAACOG)

Project Number: 08-067

3224 Independence Road

P.O. Box 510

Canon City, CO 81215

(719) 269-7687 Fx: (719) 275-2907

Email: jlohnes@uaacog.com

Project Photo:





Project Address: throughout Lake, Chaffee, Fremont, Custer & Teller Counties

Project Description: Fremont County, on behalf of the Upper Arkansas Area Council of Governments (UAACOG), requests a \$171,350 grant to continue their Owner-Occupied Rehabilitation program. They have operated this program since 1987, and this funding would allow them to rehab another 19 units for homeowners at or below 80% AMI in the next year.

PROGRAM BUDGET

Program Activities	Total Program Cost	State Funds Requested	Other Funds	Source	Status
Rehabilitation of 19 Units	187,300	35,000	143,600 7,500	Program Income USDA-RD Local Gov'ts	committed committed committed
General Administration	91,200	91,200			
Direct Administration	45,150	45,150			
Totals	323,650	171,350	152,300		_

PROJECT ASSESSMENT FOR OWNER-OCCUPIED REHABILITATION

Criteria	Project Data	CDOH Range
(b) Rehabilitation Financing		
Value of Current Loan Portfolio	1,622,471	
Total # of Loans in Portfolio	88	
# of Deferred Loans in Portfolio	9	
Value of Loans Deferred until Sale or Transfer	\$83,198 5% of Portfolio Value	Up to 25%
Annual Program Income	\$108,631 from regular payments \$35,000 from payoffs	
Total # of New Loans	19	
New Loans from Program Income	#14.5 / 76.7%	
New Loans from CDOH Grant	#4.5 / 23.3%	
Maximum CDOH Loan Amount	\$24,999	\$24,999
Loan Terms & Rates	1-6%, 1-30 years based on available income & loan committee decision	
Rehabilitation Costs		
Average Rehabilitation Cost	\$9,858 (w/o admin)	\$9,750 to \$25,000
Average Replacement Cost	None planned	Ave. Rehabilitation Cost
Average Emergency Repair Cost	None planned	
Market		

Qualifying Household Income	(c) (d) (e) (f) (g)	\$26,950-43,100 Chaffee \$26,950-43,100 Custer \$26,950-43,100 Fremont \$28,250-45,200 Lake \$34,650-55,450 Teller	50%-80% AMI, 4 people
# of Applicants on Waiting List	2	Tener	
Geographic Distribution of Projects (% Population / % Rehab Jobs)	(h) (i) (j) (k) Teller – 22% p	Chaffee – 17% pop, 25% jobs Custer – 4% pop, 0% jobs Fremont – 49% pop, 63% jobs Lake – 8% pop, 6% jobs op, 6% jobs	Percentages should be similar
Program Operations			
Administrative Cost/New Loan	\$7,176		
CDOH Funding Eligibility	CDBG		

Comments:

• Management Capacity

Pro:

- 1. UAACOG has run a Single Family Owner-Occupied Rehab since 1987. Their RLF pool is essentially self-sufficient, except for administrative costs (per CDOH policy). Program income has consistently been higher than expected, plus they have leveraged other sources of funding on a case-by-case basis (Medicaid/HCBS, Weatherization, RD 504 mortgages, E-Star, Lead Based Paint testing fees, and in-kind donations).
- 2. UAACOG also has a regional Section 8 program, which they have operated since 1984. UAACOG's Mutual Self-Help housing program started in 1999, and has produced 84 units. UAACOG also provides homebuyer counseling (monthly workshops, one-on-one counseling, and foreclosure prevention) and recently started a small down payment assistance loan program.
- 3. UAACOG housing counselors attended Foreclosure Prevention Counseling training on 6/23-27/08, and will be certified by NeighborWorks.

Con:

1. Their rehab loan portfolio's delinquency rate is 18% (16 of 88 loans are 30+ days late). Since that report was printed, the program's loan officer reports that 2 have paid off their loans, 2 were foreclosed on & will be paid off, and one was foreclosed on & will not be paid off – it needs to be written off. That leaves 11 (12%) who are in communication with UAACOG's loan officer and are working to get caught up.

• Public/Private Commitment

Pro:

1. The various counties, cities & towns within the program area have agreed to: waive or reduce building permit fees, contribute \$100 cash per unit, waive water &/or sewer tap fees, or commit \$100 of allocated CSBG funds.

Con: None.

Market Demand

Pro:

1. Historically, this program has completed 12 rehabs and 2 replacements each year. The last contract was for 16 units. It started 10 months ago, and they have already completed 14 jobs & started 2 more. CDOH is in the process of amending that contract to allow them funding for another 2 applicants who have almost completed the approval process, bringing that contract's total to 18 jobs. There is no waiting list beyond those 2 applicants, but that is normal for this program.

Con: None.

Explain Variances from ranges:

Geographic Distribution: Comparing population of the 5 counties to the distribution of jobs in the last contract, it appears that Fremont County was over-served, & Teller County was under-served. UAACOG now has a working relationship with a new housing non-profit in Teller County, and they will help to market this program.

Projects funded in Fremont, Custer, Chaffee, Lake or Teller Counties since 6/07:

•	6/07 – UAACOG/Rehabilitation Program	\$195,400
•	6/07 – UAACOG/Needs Assessment for Lake, Fremont & Custer Counties	\$47,000
•	8/07 – UAACOG/Downpayment Assistance Program	\$67,035
•	4/08 – UAADC/CHDO-CBDO Operating Funds	\$78,050
•	6/08 – UAADC/Prairie Sage Subdivision	\$372,080

Other projects funded for UAADC since 6/07: see above

County AMI:

\$51,000 Chaffee \$49,600 Custer \$51,200 Fremont \$50,200 Lake \$69,300 Teller

Staff Recommendation:

Stair Recomme	mation.		Date of Meeting. July 0, 2000
Anarde		Lucero	
Gregory		Rosser	
Hatcher		Weitkunat	
Kelly			

Date of Meeting: July 8 2008

UAACOG Rehab Staff - Salary/Fringe Allocation 2008

	Annual Hrs	Annual Salary		Projected Total Cost	Section 8 /FSS	Self- Help	Rehab	Housing Counseling	Dole	CHDO	Total %
McKinsey, Sharon	2080	46,209.24	13,164.02	61,782.09	20%	20%	20%	3%		37%	100%
Trekell, Erlin	2080	30,979.96	10,499.63	43,255.79			90%		10%		100%
Schenk, Kevin	1560	29,704.58	11,706.60	40,691.04			100%				100%

UAACOG Rehab Staff - Salary/Fringe Allocation 2009

	Annual Hrs	Annual Salary		Projected Total Cost		Self- Help	Rehab	Housing Counseling	Dole	CHDO	Total %
McKinsey, Sharon	2080	46,902.38	12,683.99	62,031.33	20%	20%	20%	3%		37%	100%
Trekell, Erlin	2080	31,259.93	10,540.88	43,788.39			100%				100%
Schenk, Kevin	1560	30,150.15	11,773.99	41,216.76			100%				100%

Projected a 1.5% COLA for both years - of course, those are not guaranteed. May lose DOLE, so put 100% in Rehab for Loan Officer in second year